



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Planner	DEPARTMENT: Community Development Department- Planning & Zoning Division
IMMEDIATE SUPERVISOR: Senior Planner	GRADE/RANK: Grade 18
	FLSA/ESSENTIAL STATUS: Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

Responsible for professional work including oversight of the city's Corridor Overlay District; report preparation and presentations; administrative assistance in the operation of city boards and commissions; interaction with public; grants and special projects and related work as required by the Senior Planner and Zoning Administrator.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

- Manages the city's Corridor Overlay District including: review of plans for legal and regulatory compliance; negotiation with applicants and property owners; and maintenance of the Corridor Design Guidelines;
- Reviews plans, plats, and permits for legal and regulatory compliance with planning, zoning ordinance, and subdivision ordinance requirements;
- As the City's agent for the subdivision ordinance; reviews and approves minor subdivisions, reviews and makes recommendations on their approval to the Planning Commission and City Council;
- Makes recommendations on programs and studies;
- Assists in formulating operational procedures and recommending general planning policies;
- Reviews professional and technical planning activities and coordinates programs within the office and with other agencies;

- Prepares advertisements for development proposals that satisfy all regulatory and legal requirements;
- Promotes appropriate planning approaches to development involving all interest groups, acting as an intermediary to these groups;
- Promotes development planning as a concept and process;
- Assists in the preparation of plans, ordinance amendments, programs, and projects;
- Prepares public information, and education activities of the Planning and Zoning Division;
- Interprets the Zoning Ordinance as it applies to community development;
- Seeks additional sources of funding for both major and minor projects, including organizing the grant process, writing grants, and managing grants;
- Facilitates the larger goals of the City of Staunton in planning through interaction with citizens, developers and contractors;
- Assists in performing administrative requirements for the facilitation of monthly Planning Commission, Historic Preservation Commission and City Council meetings;
- Meets with civic groups and individuals to explain policies, programs, and procedures of program.
- Interprets and enforces Zoning and Subdivision Ordinance elements;
- Seeks additional sources of funding to implement elements of Corridor improvements;
- Facilitates goals of the City of Staunton in planning and development through interaction with citizens, developers and contractor;
- Serves as Acting Senior planner in the absence of Senior Planner/Zoning Administrator;
- Performs general administrative office functions related to Corridor Overlay program and;
- Performs other duties as assigned by the Senior Planner and Zoning Administrator.

DISTINGUISHING FEATURES OF THE POSITION:

Must have a valid driver's license from Virginia with a good driving record. Must be available to work some evenings each month and occasional weekends to meet with business owners, present information to groups and attend meetings pertaining to planning activities on behalf of the City.

KNOWLEDGE, SKILLS AND ABILITIES:

Has thorough knowledge of the principles and practices of city and regional planning, and; thorough knowledge of the principles of graphic communication and presentation. Has the ability to exercise discretion and independent judgment within general policy guidelines. Has working knowledge in use of computers and business software, and working knowledge of research and statistical techniques. Has knowledge of construction processes, architecture, design history and its relationship to good community form, and other related fields as applied to planning. Has the ability to: plan and organize and perform comprehensive research studies, analyze problems, prepare and analyze technical reports; effectively and successfully work with neighborhood groups, individuals, property owners, City Council, boards, commissions, and colleagues within the city; speak effectively before large public gatherings; establish and maintain effective working relationships with other employees, officials, and the public; organize and work on complex projects simultaneously and with interruptions; prepare and make public presentations and work independently and exercise good judgment.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in landscape architecture, urban, rural and regional planning or related field and considerable local government experience.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

This is both on-site and office work. On-site work frequent requires the exertion of up to 10 pounds of force and occasionally of 20 pounds of force to lift and move objects. Work requires frequent reaching and walking and occasional bending, squatting, and kneeling. Office work requires repetitive motions for keying information into computer or providing documentation and notes for recordkeeping. Vocal communication is required for expressing or exchanging information and instructions by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for supervision of participants, report and incident writing and entering computer data and observing general surroundings and activities.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

This position is not assigned the supervision of staff but may have an intern to oversee during short term placement.

This job description in no way states or implies that these are the only duties to be performed by this employee. The Planner will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job will be evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: Senior Planner/Zoning Administrator
Revised Date: 2022